



FORMS BY DUE DATES as of DECEMBER 7, 2004

Year 2005

October – 2004 Due Dates	Form ID	Form Name	Program Area
22-Oct	SE-4747	Request Costs for Implementing 7/1/87 Spec Ed Rules	Office of Special Education and Early Intervention Services (MDE)
01-Oct	SE-4828	Actual Cost Report for Districts Operating Programs On-grounds	Office of Special Education and Early Intervention Services (MDE)
07-Oct	SE-4094	Transportation Expenditure Report	Office of Special Education and Early Intervention Services (MDE)
10-Jan, 10-Apr, 10-Jul, and 10-Oct	SM-4699-C	TEFAP Cost Report	Office of Special Education and Early Intervention Services (MDE)

November – 2004 Due Dates	Form ID	Form Name	Program Area
30-Nov	4078	Adult Education Annual Performance Report	Adult Education (DLEG)
Original and 3 Copies due on or before 01-May Final Report Due 30-Nov	4103	Federal ABE Grant (or Continuation Grant) Application	Adult Education (DLEG)

December – 2004 Due Dates	Form ID	Form Name	Program Area
01-Dec	Additional CTE Course Offerings	A subset of 4001-C (Available on the web or as hard-copy)	Office of Career and Technical Preparation (DLEG)
01-Dec	CTE Building and/or Fiscal Agent Transfer Form	A subset of 4001-C (Available on the web or as hard-copy)	Office of Career and Technical Preparation (DLEG)
11-Dec	FS-4685	Survey Local Inst. For N or D Children in Corr. Institute	Office of Field Services (MDE)
11-Dec	FS-4685-A	Children in Inst. Run by State for N/D Children or A.C.I.3	Office of Field Services (MDE)
01-Dec or 30 Calendar Days After Employment	TE-4127	Teaching Permit	Office of Professional Preparation Services (MDE)
01-Dec by 5:00 PM	TE-4989	National Bd Certification	Office of School Excellence (MDE)



FORMS BY DUE DATES - Year 2005

January – 2005 Due Dates	Form ID	Form Name	Program Area
1-Jan	SM-4339-3	Driver Ed Instructor Approval	Office of School Support Services, Pupil Transportation (MDE)

February– 2005 Due Dates
None Applicable

March – 2005 Due Dates	Form ID	Form Name	Program Area
25-Mar	No Form ID	Michigan School Readiness Program Mid Year Report for Competitive Grants	Michigan School Readiness (MDE)
15-Mar – Each Year	FS-4731-C	Count of Membership Pupils Eligible for Free Breakfast, Lunch or Milk	Office of Field Service (MDE)

June 2005 – Due Dates
None Applicable

May – 2005 Due Dates	Form ID	Form Name	Program Area
On or Around 31-May	DS-4524	ISD: Indirect Cost Rate	Office of Financial Management (MDE)
May Due Date May Vary Slightly	SM-4890-A	School Bus Drive Safety Education Program Application	Office of School Support Services, The Emergency Food Assistance Program (MDE)

June – 2005 Due Dates
None Applicable

September – 2005 Due Date	Form ID	Form Name	Program Area
16-Sep	AE-4859	Adult Education 10% Performance Objective Report	Adult Education (DLEG)
30-Sep	SE-4096	Special Ed Actual Cost Report & Supplemental Program Schedule	Office of Special Education and Early Intervention Services (MDE)

October – 2005 Due Dates	Form ID	Form Name	Program Area
07-Oct	SE-4094	Transportation Expenditure Report	Office of Special Education and Early Intervention Services (MDE)

November – 2005 Due Dates
None Applicable



December – 2005 Due Dates

None Applicable

Glossary

MDE = Michigan Department of Education

DLEG = Department of Labor and Economic Growth

DMB = Department of Management and Budget

FIA = Family Independence Agency

**SUBMISSION DUE DATES –
Accepted Throughout the Year**

Form ID	Form Name	Program Area
BCC-1052	Education and Training Program Approval Application	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-201	Application for Barrier Free Design Rule Exception	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-281	Elevating Device Accident Report	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-322	Application for Plan Examination	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-324	Application For Building Permit and Plan Examination	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-327	Plumbing Permit Application	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-339	Electrical Permit Application	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-812	Application For Modification To Prem Manufactured Unit	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-849	Boiler Permit Application	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-850	Application For Elevator Certificate of Competency Examination	Bureau of Construction Codes and Fire Safety (DLEG)
BCC-9	Mechanical Permit Application	Bureau of Construction Codes and Fire Safety (DLEG)
BCS/CD-502	Articles of Incorporation For use by Domestic Nonprofit Corporations	Bureau of Commercial Services (DLEG)
BCS/CD-511	Restated Articles of Incorporation	Bureau of Commercial Services (DLEG)
BCS/CD-515	Certificate of Amendment To The Articles of Incorporation	Bureau of Commercial Services (DLEG)
BCS/CD-517	Certificate of Abandonment of Amendment	Bureau of Commercial Services (DLEG)
BCS/CD-518	Certificate of Correction	Bureau of Commercial Services (DLEG)
BCS/CD-520	Certificate of Change of Registered Office And/Or Change of Resident Agent	Bureau of Commercial Services (DLEG)
BCS/CD-521	Resignation of Resident Agent	Bureau of Commercial Services (DLEG)
BCS/CD-522	Certificate of Appointment of Resident Agent	Bureau of Commercial Services (DLEG)



BCS/CD-525	Certificate of Renewal of Corporate Existence	Bureau of Commercial Services (DLEG)
BCS/CD-530	Certificate of Dissolution	Bureau of Commercial Services (DLEG)
BCS/CD-531	Certificate of Dissolution	Bureau of Commercial Services (DLEG)
BCS/CD-532	Certificate of Dissolution	Bureau of Commercial Services (DLEG)
BCS/CD-533	Certificate of Revocation of Dissolution	Bureau of Commercial Services (DLEG)
BCS/CD-540	Application for Reservation of Name	Bureau of Commercial Services (DLEG)
BCS/CD-541	Certificate of Assumed Name	Bureau of Commercial Services (DLEG)
BCS/CD-543	Certificate of Termination of Assumed Name	Bureau of Commercial Services (DLEG)
BCS/CD-545	Application for Registration of Corporate Name	Bureau of Commercial Services (DLEG)
BCS/CD-546	Certificate of Termination of Registration of Corporate Name	Bureau of Commercial Services (DLEG)
DS-4820	Prior Year State Equalized Valuation Changes	Office of State Aid and School Finance (MDE)
DTS-166P	Non-Commercial Driver Training School License Application	Program Operations Division (MDE)
DTS-168	Training Vehicle List	Program Operations Division (MDE)
DTS-169	Driver Training School Instructor License Application	Program Operations Division (MDE)
DTS-170	Driver Training School Insurance Certificate	Program Operations Division (MDE)
DTS-171P	Surety Bond of Non-Commercial Vehicle Driver Training School	Program Operations Division (MDE)
DTS-172	Medical Examination Report	Program Operations Division (MDE)
IC 1801-1	Off-Road Vehicle (ORV) / All-Terrain Vehicle (ATV) Safety Education Program Grant Application	Law Enforcement Division (DNR)
No Form ID	Rule Waiver Renewal Application	State Board Education (MDE)
OCAL-1326	Licensing Record Clearance Request	Office of Children and Adult Licensing (FIA)
OCAL-1787	Environmental Health Inspection Request	Office of Children and Adult Licensing (FIA)
OCAL-2066	License Application Fee Transmittal	Office of Children and Adult Licensing (FIA)
OCAL-3601	Supplemental Information Child Care Center	Office of Children and Adult Licensing (FIA)
OCAL-3704	Medical Clearance Request	Office of Children and Adult Licensing (FIA)
OCAL-3970	Child Day Care Application	Office of Children and Adult Licensing (FIA)
OCAL-5001	Staffing Plan: Child Day Care Centers	Office of Children and Adult Licensing (FIA)
OCAL-5002	CPR & First Aid Requirements: Group Day Care Homes and Child Care Centers	Office of Children and Adult Licensing (FIA)



OCAL-5003	Child Day Care Center Designee	Office of Children and Adult Licensing (FIA)
OS-4132	Property Transfer Appeal	Office of Administrative Law (MDE)
OS-4143	ISD Boundary Changes	Office of Administrative Law (MDE)
OS-4154	Rule Waiver Single District	State Board Education (MDE)
OS-4155	Rule Waiver Joint Application	State Board Education (MDE)
SM-4158	Application For Driver Ed Program	Office of School Support Services, Driver Training Program (MDE)
SM-4325	Non-Public School Membership	Bureau of School Finance & School Law (MDE)
SM-4463	CSFP Soup Kitchen/Food Bank	Office of School Support Services, Food and Nutrition Program (MDE)
SM-4464	TEFAP App. Agreement	Office of School Support Services, Food and Nutrition Program (MDE)
SM-4787	Transportation - Accident Report	School Management Services (MDE)
SP-4849	Section 99 Math and Science Centers	Office of School Excellence (MDE)
TE-2900 (Form 1)	Annual Record of Professional Development	Office of Professional Preparation Services (MDE)
TE-2900 (Form 2)	Annual Record of Professional Development for Beginning Teachers	Office of Professional Preparation Services (MDE)
TE-4028-A	Duplicate Michigan Certificate	Office of Professional Preparation Services (MDE)
TE-4028-B	Reinstatement Teacher Certificate	Office of Professional Preparation Services (MDE)
TE-4028-C	Third Renewal of Provisional Certificate	Office of Professional Preparation Services (MDE)
TE-4598	Experience Report School Nurse Certificate	Office of Professional Preparation Services (MDE)
TE-4601	School Nurse Certificate App	Office of Professional Preparation Services
TE-4602	MI Proc/Prof Ed Cert. Out-of State Teacher Prep	Office of Professional Preparation Services (MDE)
TE-4745-B	SB-CEU Sponsor Information	Office of Professional Preparation Services (MDE)
TE-4745-C	SB-CEU Sponsor Record Keeping	Office of Professional Preparation Services (MDE)
TE-4911	Preliminary School Psych Cert/Out-of-State	Office of Professional Preparation Services (MDE)
TE-4920	Advanced Certificate Renewal	Office of Professional Preparation Services (MDE)
TE-4926	Two-Year Extended Provisional Teaching Certificate	Office of Professional Preparation Services (MDE)
TE-4991	Out-of-State Counselor License	Office of Professional Preparation Services (MDE)



SUBMISSION DUE DATES – To Be Determined

Form ID	Form Name	Program Area
CTE - 4003	2004-2005 Application for Career and Technical Education Administrator	Office of Career and Technical Preparation (DLEG)
FS-4731-A	31a Funds At-Risk Pupils	Office of Field Services (MDE)
DS-4513	Local District: Fiscal Indirect Rate Adjustments	Office of Financial Management (MDE)
DS-4168	LEA & ISD Hours of Instruction	Office of State Aid and School Finance (MDE)
DS-4168-B	District Planned Hours of Instruction	Office of State Aid and School Finance (MDE)
DS-4898	PSA Preliminary Pupil Membership Count	Office of State Aid and School Finance (MDE)
No Form ID	Section 107 Plan for Adult Education Program Operation	Adult Education (DLEG)
SM-4890	School Bus Driver Safety Education Cost Report	Office of School Support Services, The Emergency Food Assistance Program (MDE)
IM-02-23-C	Competitive Grant Michigan School Readiness	Early Childhood and Parenting (MDE)
IM-02-23-C/C	Michigan School Readiness Competitive Grant Program	Michigan School Readiness (MDE)

SUBMISSION DUE DATES – Special Instructions

Form ID	Form Name	Special Submission Instructions	Program Area
BCC-1052	Education and Training Program Approval Application	At Least 60 Days Prior to Presentation of the Program	Bureau of Construction Codes and Fire Safety (DLEG)
BWC-100	Formerly MDL-1-100; Employer's Basic Report of Injury	MANDATORY Upon Injury or Disease Which Arise Out of and in the Course of Employment	Workers' Compensation Agency (DLEG)
BWC-106	Supplemental Report of Fatal Injury	MANDATORY Upon Death of an Injured Employee	Workers' Compensation Agency (DLEG)
DS-4492	Grants Project Expenditure Report / Request for Funds	Varies Depending on Grant	Office of Financial Management (MDE)
DS-4511-C	District Plan Eliminating Deficit Budget	Due within 30 days of Receipt of Form from MDE	Office of State Aid and School Finance (MDE)
DS-4848	General Fund Budgetary Control Report	Monthly	Office of State Aid and School Finance (MDE)
DTS-101	Program Request	Complete and File at Least 10 Days Before Scheduled Start of Program	Program Operations Division (MDE)
DTS-102	Program Completion Data	Complete and File No Later than 10 Days After	Program Operations Division (MDE)



		Program Ends	
IM-02-23-C/NS	Michigan School Readiness Competitive Grant Narrative Summary	45 Days After the Last Day of Attendance by Children	Early Childhood and Parenting (MDE)
No Form ID	CTE Building and/or Fiscal Agent Transfer Form	5 Months Prior to Fiscal Agency Change or an Approved CTE Program Being Transferred to Another Building	Office of Career and Technical Preparation (DLEG)
SM-4699	TEFAP Food Distribution Report	Monthly	Office of School Support Services, The Emergency Food Assistance Program (MDE)
TE-4127	Teaching Permit	01-Dec-04 or 30 calendar Days After Employment	Office of Professional Preparation Services (MDE)

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